

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
NOVEMBER 17, 2014**

The Jackson County Board of Commissioners met in a Work Session on November 17, 2014, 2:00 p.m., Justice & Administration Building, Room A227, 401 Grindstaff Cove Rd., Sylva, North Carolina.

Present: Jack Debnam, Chairman	Chuck Wooten, County Manager
Doug Cody, Vice Chair	Angela M. Winchester, Clerk to Board
Charles Elders, Commissioner	J. K. Coward, Jr., County Attorney
Mark Jones, Commissioner	
Vicki Greene, Commissioner	

Chairman Debnam called the work session to order.

(1) **AGENDA:** Commissioner Jones moved to approve the Agenda. Commissioner Greene seconded the Motion. Motion carried

(2) **HEALTH DEPARTMENT / COMMUNITY SERVICES BUILDING REMODEL UPDATE:** Odell Thompson, Architect presented a proposed remodeling floor plan and an estimate of potential construction costs.

Estimate of potential construction costs at the Community Services Building:

		QTY	UNITS	\$/UNIT	COST
Main Floor	Remodel existing office spaces into new office spaces	1943	SF	\$85	\$165,155
	Remodel existing into new clinic spaces with some sinks	4453	SF	\$100	\$445,300
	Remodel existing into new lab with more sinks	1425	SF	\$125	\$178,125
	Remodel existing into new restrooms/ shower/ locker rooms	1357	SF	\$175	\$237,475
	Upfit open space into new offices	3580	SF	\$85	\$304,300
	remodel circulation corridors	1565	SF	\$45	\$70,425
	remodel mechanical spaces	383	SF	\$45	\$17,235
	Re-remodel central space after temporary occupancy	3580	SF	\$40	\$143,200
					\$1,561,215
Upper Floor	Remodel existing office spaces into new office spaces	8136	SF	\$85	\$691,560
	Remodel existing into new restrooms/ shower/ locker rooms	1064	SF	\$175	\$186,200
	Upfit open space into new offices	3051	SF	\$85	\$259,335
	remodel circulation corridors	2698	SF	\$45	\$121,410
	remodel mechanical spaces	567	SF	\$45	\$25,515
	Re-remodel central space after temporary occupancy	1550	SF	\$40	\$62,000
					\$1,346,020
Both Floors	New floor structure in 2 story central room	3580	SF	\$50	\$179,000
	New ADA compliant elevator in reconfigured shaft	1	LS	\$75,000	\$75,000
					\$254,000
	Subtotal				\$3,161,235
	Contingency	15%			\$474,185.30
	TOTAL CONSTRUCTION COSTS				\$3,635,420
	DESIGN FEES A/E FEES (A, M, E, P, S)	7.00%	OF	CONST. \$	\$254,479
	TOTAL				\$3,889,900
	Standard Clinic Furniture, Fixtures, and Equipment	30602	SF	\$25	\$765,050
	Allowance for equipment in each exam room	12	EA	\$8,500	\$102,000
	GRAND TOTAL				\$4,756,950

Estimate of potential construction costs at Skyland Services Center:

		QTY	UNITS	\$/UNIT	COST
Skyland Services Center	Skyland Services Center Cooperative Extension upfit	2355	SF	\$80	\$188,400
	Kitchen/ Meeting construction	1245	SF	\$90	\$112,050
	Soil & Water upfit	1961	SF	\$80	\$156,880
	Farm Service Agency upfit	914	SF	\$80	\$73,120
	Unfinished Undesignated spaces	1883	SF	\$45	\$84,735
	Circulation space: solar tubes, new finishes	2833	SF	\$45	\$127,485
	Re-work sprinkler system	11191	SF	\$5	\$55,955
	skylight feature over the common lobby	1	LS	\$150,000	\$150,000
	Exterior facelift allowance	1	LS	\$50,000	\$50,000
	Sitework/ landscape allowance	1	LS	\$50,000	\$50,000
	Subtotal				\$1,048,625
	Contingency	15%			\$157,293.75
	TOTAL CONSTRUCTION COSTS				\$1,205,919
	DESIGN FEES A/E FEES (A, M, E, P, S)	7.00%	OF	CONST.\$	\$84,414
	TOTAL				\$1,290,333
	Furniture, Fixtures, and Equipment	5230	SF	\$15	\$78,450
	Allowance for commercial kitchen equipment	1	LS	\$50,000	\$50,000
	GRAND TOTAL				\$1,418,783

For comparison, Mr. Thompson estimated the cost of new 26,000 square foot building, to be \$200 - \$250 per square foot, which would be a total of \$6.6 - \$8.2 million. This is construction cost only and does not include the cost of the land.

(3) ELEVATED MERCURY LEVELS IN LAKE GLENVILLE: Paula Carden, Health Director reported that she had been contacted by the State’s Toxicologist. An advisory about human consumption of the fish (Walleye) from the Glenville reservoir will be coming out in the next few weeks. The state will help with press releases, communication and public meetings. The county will need to provide any signage that may be needed to be posted in the area. It is suggested that a public meeting be held on December 15th where Dr. Rudo and staff will be available to answer any questions or concerns that the public may have.

(4) TOURISM DEVELOPMENT AUTHORITY (TDA) MEMBERSHIP: Robert Jumper, TDA Chairman stated that he recommends changing the makeup of the membership. Currently, the 15 member board requires 9 to be present for a quorum, which has presented a challenge to hold meetings in some cases. A more manageable number for the board would be 11 voting members. This can be accomplished by dissolving seats that are set to be vacated and eliminate one seat by removal of the member.

Consensus: The Board will consider the recommended appointments for 2015 and study this during the next year and have membership recommendations to implement for 2016.

(5) RALPH ANDREWS PARK UPDATE: Jennifer Bennett, Outdoor Recreation Manager stated that The Community Design Assistance Center (CDAC) is at VA Tech and offers services to organizations and municipalities to fund community and urban forest planning. Typically, the organization would pay the CDAC to do the planning and the CDAC works with VA Tech students to complete the project. This grant would pay for the CDAC for a plan for Ralph Andrews Park. A decision will be made by the end of November if the grant will be awarded to the county. If approved, it would be early 2016 before there would be a master plan from the students.

Also, improvements are being looked at for the reservation system at the Park by implementing processes and procedures so that people could make reservations by phone. This would allow for more utilization of the campsites, especially with the upgraded electrical system.

(6) MARK WATSON PARK UPDATE: Jennifer Bennett, Outdoor Recreation Manager stated that the current sidewalks that were done three years ago at the Park are seeing a lot of use. The grant that was available from Duke has been awarded to the county to do a wetlands perimeter trail. A state consultant will come in and work with her and give feedback on trail layout and construction, which will be done in phases.

(7) ALBERT CARLTON LIBRARY ADDITION: Mr. Wooten presented a layout of the proposed addition to the Library. This would add a 525 square foot room onto the back of the existing building. This is mainly for book sorting, storage and additional space to use for book displays. Currently, about \$13,000 is generated for the library each year. It is anticipated that this additional space would raise that to \$20,000 per year. The next step would be to contract with a designer to begin preparing drawings to obtain estimates for construction.

Consensus: Move forward with a designer to prepare drawings in order to obtain estimates on construction.

(8) WEBSTER ENTERPRISES ADVANCE OF FUNDS: Mr. Wooten stated that based upon Webster Enterprises representation to the Board, that it intends to expand its manufacturing operations through the construction of a new building. Webster is requesting that the county advance up to five years' of appropriations based on the FY 14-15 appropriation of \$30,500 plus another \$12,500, for a total of \$165,000. Webster is currently in the process of working towards obtaining financing and/or grants as well.

(9) CO-LOCATION OF WIRELESS INTERNET PROVIDER ON KINGS MOUNTAIN: Mr. Wooten stated that Travis Lewis has requested permission to co-locate equipment related to his new wireless internet company that he is forming on an existing county emergency services radio tower located on Kings Mountain. Mr. Lewis proposes to extend the tower by 20 feet +/- to allow his equipment to be above the tree tops. This equipment could provide wireless internet service to portions of downtown Sylva and other areas of Sylva. ERC has constructed a Point of Presence (POP) at the Lewis Carpet Store as his source of broadband service and he will be able to bounce the signal from his store to this tower. He is also in the process of constructing two towers, one on Cowee Mountain and one at the Jackson County Airport. Todd Dillard, Emergency Management Director, is supportive of this action and has advised that co-locating on the existing tower would not adversely impact the primary use of this tower.

Mr. Lewis will be responsible for all costs associated with extending the tower, co-locating equipment on the tower, insuring his equipment and covering all operating costs associated with any equipment located on this tower. In return, he will provide free wireless internet service to any emergency service provider that can be served from this tower. Also, he will begin paying the county \$3.00 per account per month that is served from this tower.

(10) MODIFICATION TO PROPOSED PERSONNEL POLICY: Danielle Wittekind, Human Resource Director presented the following modifications:

Revise paragraph in Article VIII., Section 2:

H. Investigatory Suspension

1. Investigatory suspension with or without pay may be used to provide time to investigate, establish facts, and reach a decision concerning an employee's status. ~~An~~ investigatory suspension without pay may be appropriately used to provide time to schedule and hold a pre dismissal conference. Also, the County may elect to use an investigatory suspension to avoid undue disruption of work or to protect the safety of persons or property.

2. An investigatory suspension with pay can be initially granted by the County Manager. If the investigatory suspension begins between regularly scheduled meetings of the Jackson County Board of Commissioners, such suspensions with pay will be reviewed and approved by the Jackson County Board of Commissioners in the following regularly scheduled meeting during closed session pursuant to G.S. 143-318.11(a)(7).

3. An investigatory suspension without pay shall not exceed forty-five (45) calendar days. If no action has been taken by management by the end of forty-five (45) calendar days, one of the following must occur: reinstatement of the employee with full back pay; appropriate disciplinary action based on the results of the investigation; or reinstatement of the employee with up to three (3) days' pay deducted from back pay.

4. Investigatory suspension of an employee shall not be used for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee.

5. An employee who has been suspended without pay for investigatory reasons may be reinstated with up to three (3) days' pay deducted from his or her salaryback pay. The decision to deduct pay is to be based upon management's determination of the degree to which the employee was responsible for or contributed to the reasons for suspension. This period constitutes a disciplinary suspension without pay and must be effected in accordance with the procedures outlined for this.

There being no further comments, Commissioner Cody moved to adjourn the Work Session. Commissioner Greene seconded the Motion. Motion carried and the Work Session adjourned at 3:40 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

W. J. Debnam, Chairman